

**SAN PEDRO PROPERTY OWNERS ALLIANCE
BOARD OF DIRECTORS MEETING**

MEETING MINUTES

April 1, 2009

**Meeting Location: San Pedro City Hall
638 S. Beacon Street, Room # 452
San Pedro, CA 90731**

1. CALL TO ORDER – Eric Eisenberg, President 9:00 AM

The meeting was called to order by President Eisenberg at 9:00 AM.

President Eisenberg asked the Board to consider out of order action on Agenda Item 7E Appointment of David Mathewson to the SPPOA Board. The Executive Director distributed a short resume of Mr. Mathewson's professional accomplishments.

After discussion, motion: Johnson; 2nd: Cohen. "The SPPOA Board of Directors appoints David Mathewson to be a member of its Board." Unanimously approved. Mr. Mathewson assumed a position on the Board dias.

2. INTERIM BOARD

Eric Eisenberg, President
Jayme Wilson, Vice President / Secretary
Alan Johnson, Treasurer
Anthony Bilas, Board Member
Lauren Cohen, Galaxy Commercial Holding, Board Member
David Mathewson, Port of Los Angeles, Board Member
Camilla Townsend, Chamber of Commerce, Board Member

*In attendance: Board Members – Eisenberg, Johnson, Cohen, Mathewson
Excused absences – Wilson, Bilas, Townsend
Staff – Duckworth
Guests – See Supplemental Sign-in Sheet*

3. PUBLIC COMMENTS

This opportunity is reserved for any public comments to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on un-agendized subjects. It is the Board's policy that persons in the audience may address the Board in connection with any particular agenda item during the public comment period. As provided by the Brown Act, each

individual's speaking time shall be limited to three minutes. Anyone desiring to speak during the public comment period must complete a speaker card and submit it to the Chair prior to the start of the meeting.

A). Jeff Crouthamel complained that the BID street sweeper did not clean the center of 5th Street during its service to that area last week.

B). Andrew Silber told the Board that he was concerned that C.D. #15 staff reductions forced by the City's on-going budget shortfall could adversely affect services provided within the BID area.

C). Linda Alexander informed the Board that the Central Area Neighborhood Council wanted to be an active participant with the BID. Executive Director Duckworth will meet with Linda to discuss joint opportunities in the coming months.

D). C.D. #15 Representative suggested that the BID provide funding for a private party that wanted to initiate a horse drawn carriage transit service between the Port's Passenger terminal and the Downtown area. President Eisenberg responded that the BID could not undertake the funding of such a service because it was not included within the Management District Plan and it did not provide only a "special benefit" to the assessment paying property owners.

4. APPROVAL OF MINUTES – January 7, 2009; February 4, 2009; and March 4, 2009.

After discussion, motion: Cohen; 2nd: Eisenberg. "The SPPOA Board of Directors approves the March 4 Minutes as presented." Approved. 3-0-1 (Mathewson abstains).

5. Treasurer's Report –

Executive Director Duckworth presented the financial report through April of the current fiscal year prepared by Absolute Bookkeeping showing \$70,383.12 in expenses for the period, which is less than the expenditure level projected in the BID's adopted budget; and, a bank balance of \$108,501.34. With the Board's concurrence, the President ordered this report to be received and filed.

6. OLD BUSINESS -

- A. Report Re Street Tree and Concrete Repair (Sidewalk, Curb, and Gutter) Project

The Executive Director presented a report on his discussions with City

Arborist Greg Monfette as reflected in the letter he distributed. The BID is expecting a scope of work and budget from the City to perform both landscape and hardscape improvements in the core BID area: 5th, 6th, and 7th Streets between Pacific Avenue to Beacon Street, including all crossing streets. This scope of work could be funded by the CRA/LA, other municipal sources, or BID funds.

After discussion, motion: Johnson; 2nd: Mathewson. "The SPPOA Board of Directors receives and files this report. Unanimously approved.

- B. One-Time District Wide Clean-Up of All Weeds (including sidewalk, curbs, & gutter areas; tree wells; and parkways and excluding all raised planters).

The Executive Director presented a report showing the results of three (3) bids he had received to perform the described work. The least expensive bid was provided by the Beacon House and amounted to less than \$500, which will be invoiced in the course of their maintenance work for the BID.

After discussion, motion: Johnson; 2nd: Cohen. "The SPPOA Board of Directors ratifies the authorization for the Beacon House to perform the described one-time clean-up of all weeds for a cost not to exceed \$500.00." Unanimously approved.

7. NEW BUSINESS

- A. Review, Discussion, and Possible Approval of an Agreement with The Beacon House Association of San Pedro to Provide Porter and Landscape Maintenance Services for the Historic Waterfront District

The Executive Director presented a scope of work / terms sheet showing the Beacon House proposal for providing porter and landscape maintenance work for the BID. That proposal expands their current scope of work to a larger area. In addition, it is complimentary to the scope that is proposed to be provided by Clean San Pedro, Inc. The personnel cost of porter services would be \$4,940.00 per month. The personnel cost of landscape maintenance services would be \$1,560, although the final cost would be adjusted over time based upon actual experience.

Under discussion, it was agreed that any final agreement that is developed to memorialize these services should not be on the basis of hours of work performed but rather a lump sum payment. The

Executive Director was so instructed by Board consensus.

After discussion, motion: Johnson; 2nd: Mathewson. "The SPPOA Board of Directors approves the scope of work / terms of an agreement(s) with the Beacon House Association of San Pedro for the referenced streetscape maintenance services and authorizes the Executive Director to implement same and execute an appropriate agreement." Unanimously approved.

- B. Review, Discussion, and Possible Approval of an Agreement with Clean San Pedro, Inc. to Provide Porter Maintenance Services for the Historic Waterfront District

The Executive Director presented a scope of work / terms sheet showing the Clean San Pedro, Inc. proposal for providing porter maintenance services for the BID. That proposal compliments the scope of work being performed by The Beacon House. Personnel and operating costs for this proposal is \$3,747.00 per month.

After discussion, motion: Johnson; 2nd: Cohen. "The SPPOA Board of Directors approves the scope of work / terms of an agreement with Clean San Pedro, Inc. for the referenced streetscape maintenance services and authorizes the Executive Director to implement same and execute an appropriate agreement." Unanimously approved.

- C. Approval of Reimbursement of \$650 to Lupe Mendez Gardening Service for Tree Trimming Near Warner Grand Theater in Support L. A. International Film Festival – Request From Stephanie Mardesich

President Eisenberg explained the request that had been received from Stephanie Mardesich on behalf of the L.A. International Film Festival to reimburse up to \$650 to Lupe Mendez Gardening Service for Tree Trimming Near Warner Grand Theater.

After discussion, motion: Johnson; 2nd: Cohen. "The SPPOA Board of Directors approves the reimbursement for the described work and authorizes the Executive Director to implement as appropriate." Unanimously approved.

- D. Concept Approval of Foregoing 3% CPI Increase of BID Property Assessments for 2009-10 Fiscal Year

The Executive Director informed the Board that its 2010 Assessment Roll was required to be submitted to the City by June 1, 2009. Although the Board could increase its assessments by up to 3% or the actual CPI,

whichever is greater, he did not recommend an increase and requested the Board's approval of that direction. President Eisenberg stated that he felt that no CPI increase of BID assessments should be adopted for the coming year.

After discussion, motion: Johnson; 2nd: Cohen. "The SPPOA Board of Directors approves the submittal of its 2010 Assessment Roll with NO CPI increase, and authorizes the Executive Director to do so." Unanimously approved.

- E. Appointment of David Mathewson, Director of Planning & Research for The Port of L. A., to the San Pedro Property Owners Alliance Board of Directors

The SPPOA Board considered this item immediately upon the meeting being called to order as reflected above.

8. REPORT FROM ANDREWS INTERNATIONAL / BID SECURITY PATROL

- A. Dave McCall, San Pedro Security Services Director

Director of Security Dave McCall presented his "Security Update" and "March Synopsis Highlights."

After discussion, motion: Johnson; 2nd: Cohen. "The SPPOA Board of Directors hereby receives and files the report." Unanimously approved.

- B. Field Demonstration of T3 Personal Mobility Vehicle (Scheduled for 10:00 A.M.)

After the SPPOA Board adjourned this meeting those members that wanted, participated in a field demonstration of the T3 Personal Mobility Vehicle. No SPPOA action resulted or was discussed.

9. EXECUTIVE DIRECTOR'S REPORT

10. ITEMS FROM BOARD MEMBERS

11. NEXT MEETING – May 6, 2009

12. ADJOURNMENT

10:00 AM

President Eisenberg adjourned the meeting at 10:30 AM.

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BOARD OF DIRECTORS MEETING**

ATTENDANCE SIGN-IN SHEET

DATE: April 1, 2009

**Meeting Location:
San Pedro City Hall
Room #452
638 S. Beacon Street
San Pedro, CA 90731**

Eric Eisenberg, President EE

Jayne Wilson, Vice President / Secretary _____

Alan Johnson, Treasurer ✓

Anthony Bilas, Board Member _____

Lauren Cohen, Board Member ✓

, Board Member N/A

, Board Member N/A

Camilla Townsend, Board Member NO

Don Duckworth, Interim Executive Director DD

Guests: Tel. E-Mail

Jeff Crouthamel 547-1181 JEFF@SHIPSUPPLYGROUP.COM

PAUL MAKOWSKI 213/978-1125 PAUL.MAKOWSKI@LACITY.ORG

Paul Spiering 310-707-6418 Spieringpaul@gmail.com

ANA DRAGIN 310 732 4515 ANA.DRAGIN@LACITY.ORG

M.A. NUA Jr. 310 522-2042 31681@LAPD.LACITY.ORG

L.ALEXANDER

Bartek Wase 310-519-1156 323-325 W 7TH ST. SP 90731

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E-Mail

STEVE KLEIN ³¹⁰ 832-4931
JERRY GUSHA 832-3631 WILLIAMSBOOKS@AOL.COM
Andrew Silber ³¹⁰ 832-0363 andrew@whalecandle.com
DAVID McCall ³¹⁰ 519-7329 dmcALL@andrewsinternational.com
Liz Johnson 310 833 4813
Andrea Adleman 310 251 3250 SanPedroNews@aol.com
Phil Trigas 310 702 5765 phil@trigas-architectural.com
Vernon Getty 310 547 3341 cc@vivicon.com

MEETING SIGN-IN SHEET

Meeting PBID

Meeting Date: April 1, 2009

Place/Room: City Hall Room 452

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